

	<p align="center">Quality System Procedure</p> <p align="center">Missouri State Public Health Laboratory Chemistry Unit</p>	<p>Issue Date:</p> <p align="center">8-4-04</p>	<p>Rev.:</p> <p align="center">0</p>
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Instructions for Human Biomonitoring Evidence and Chain of Custody Forms

SCOPE

In the event of a terrorist attack using chemical agents, samples from victims are to be collected and shipped to the Missouri State Public Health Laboratory and/or CDC. These samples are then processed as part of the Rapid Toxic Screen.

Samples collected from victims exposed to chemical agents are regarded as forensic as well as diagnostic samples and must be handled as such. The name of each person who has control of the samples must be documented throughout the sample(s) existence.

Each piece of evidence must have an evidence form with a chain-of-custody form attached to the item of evidence. The form documents the when/why/where/who of the evidence. The chain contains the signature of each person who has custody of the evidence at any given time.

The Human Biomonitoring Chain of Custody Form along with the Human Biomonitoring Evidence Form must accompany the sample(s) from the time of sample collection to delivery at the sample(s) final destination (testing site or repository).

The first chain begins with the signature, date and time of the person who collected the item from the scene. **ALL** persons thereafter who take custody of the item must sign their complete name along with the date and time they received the evidence. This method continues for the entire sample existence while in the custody of an agency/laboratory.

A chain of custody and evidence form is not required for each tube collected, but rather the **set of tubes collected from one victim** (i.e., **50 victims** with samples collected would result in **50 chain of custody forms** being generated).

SIGNIFICANCE OF USE

These instructions are intended to provide those submitting samples from a chemical terrorism event to the Missouri State Public Health Laboratory and/or CDC guidance for correctly completing the Human Biomonitoring Evidence and Chain of Custody Forms.

PROCEDURE

1.0 Human Biomonitoring Evidence Form

- 1.1 Identify *Event Name* in space provided. This information will specifically identify a batch of samples.
- 1.2 Identify the *Date* that the event occurred in the space provided.
- 1.3 List the name of the individual who collected the sample(s).
- 1.4 List the date the sample was collected.
- 1.5 Submitter should signify the number of tubes submitted for each type of tube collected.
- 1.6 The MSPHL will assign a MSPHL Laboratory Identification Number for each sample collected.
- 1.7 List any comments that are determined to be necessary.

2.0 Human Biomonitoring Chain of Custody Form

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- 2.1 The person collecting the sample(s) **must** print and sign his/her full name, indicate the date and time of sample collection, identify the collector's organization, and specify the reason for sample collection.
- 2.2 **Each person thereafter** who takes custody of the sample(s) must print and sign his/her full name, indicate the date and time of taking possession, identify the individual's organization, and specify the reasons for taking possession of the sample(s).
- 2.3 In order for the next person to indicate taking control of the specimens, the previous recipient must observe the next recipient sign the form and physically remove the evidence.
- 2.4 This method will continue for the existence of the sample(s).
- 2.5 **Exception:** When samples are in custody of institutions (FedEx, Hospitals, MSPHL) whereby internal sample tracking can be traced by systems already in place, the institution's system can take the place of the chain of custody form while the sample(s) are in possession of the institution. The institution must, however, still sign the chain of custody form at the time of receipt of the sample(s) and observe them at the time of release.

The Human Biomonitoring Evidence Form and Chain of Custody Form must accompany the sample(s) from the collection site throughout the existence of the sample. The form should be placed in the Biohazard Specimen Shipping Bag outside pouch, along with a MSPHL sample submission form to facilitate rapid location and removal by sample accessioning personnel.

REFERENCES

CDC Chain of Custody Instructions Form

U.S. Department of Justice, Federal Bureau of Investigations. Handbook of Forensic Science, June 1994.

Personal Communication, Donald M. Kerr, Assistant Director, FBI, March 2000.

Personal Communication, Susanna H. Mullally, FBI Evidence Program Manager, March 2000.